

POST-GOVERNMENT ETHICS QUESTIONNAIRE

The purpose of this questionnaire is to give your ethics counselor information needed for an opinion on applicability 41 U.S.C. 423. Your ethics counselor will also use this information to advise you on other post-Government employment restrictions.

41 U.S.C. 423 allows you to request a written agency ethics opinion on post-government employment restrictions. However, if the information provided is incomplete or false, or if you fail to follow your ethics counselor's advice, you cannot rely on this opinion as a defense to any civil or criminal action.

Ethics advice is based upon information given at that time. As circumstances change, the advice originally given may no longer be accurate. In such cases, you may want to submit a new questionnaire for another ethics opinion.

Print legibly in ink. Spell out acronyms or abbreviations the first time they are used. Use continuation sheets as required.

SUBMIT REQUEST TO THE ETHICS COUNSELOR WHERE YOU WERE LAST ASSIGNED BEFORE
LEAVING THE SERVICE

PRIVACY ACT STATEMENT

AUTHORITY: PRIVACY ACT OF 1974 (5 U.S.C. 552(A)(7)), 41 U.S.C. 423, 5 C.F.R. 2635.602, AR 340-21.

PRINCIPAL PURPOSE: TO ENABLE ETHICS COUNSELORS TO RENDER ADVICE TO MILITARY AND CIVILIAN EMPLOYEES LEAVING GOVERNMENT SERVICE.

ROUTINE USE: INFORMATION PROVIDED IS NOT CONFIDENTIAL. THE ETHICS COUNSELOR IS THE GOVERNMENT'S REPRESENTATIVE. **THERE IS NO ATTORNEY/CLIENT RELATIONSHIP ESTABLISHED BETWEEN THE ETHICS COUNSELOR AND THE INDIVIDUAL,** AND THE ETHICS COUNSELOR MAY NOT ACT AS AN ATTORNEY ON BEHALF OF ANYONE SUBMITTING THIS INFORMATION. THE INFORMATION WILL BE USED FOR PROVIDING WRITTEN ETHICS ADVICE. IT WILL BE RETAINED FOR SIX YEARS AND WILL BE AVAILABLE TO ETHICS COUNSELORS, FINANCE PERSONNEL, AND OTHER APPROPRIATE PERSONNEL RESPONSIBLE FOR COMPLIANCE WITH POST-GOVERNMENT EMPLOYMENT RESTRICTIONS.

DISCLOSURE: VOLUNTARY. NO CRIMINAL, CIVIL OR OTHER PENALTIES WILL FOLLOW FROM REFUSAL TO PROVIDE REQUESTED INFORMATION. HOWEVER, FAILURE TO FULLY DISCLOSE INFORMATION REQUESTED COULD RESULT IN RECEIPT OF INCOMPLETE ADVICE OR THE INABILITY TO PROVIDE WRITTEN ETHICS ADVICE PURSUANT TO 41 U.S.C. 423.

NOTE: THERE IS NEITHER AN ATTORNEY-CLIENT RELATIONSHIP NOR AN ATTORNEY-CLIENT PRIVILEGE CREATED BETWEEN YOU AND THE ETHICS COUNSELOR. INFORMATION PROVIDED ON THIS FORM OR TO THE ETHICS COUNSELOR IS NEITHER CONFIDENTIAL NOR PRIVILEGED.

Section I.

PRIOR ETHICS ADVICE

Have you received any oral or written ethics advice from a Government Ethics Counselor, inside or outside of DoD, concerning your job search or prospective employment?

YES ____ NO ____

If "YES" Provide details

Section II.

BASIC INFORMATION

1. Name _____

2. Office Phone () Address _____

Home Phone () Address _____

3. Address to which you want your written ethics advice sent: Home ____ Ofc ____

Grade or Rank: SES _____ GS/GM _____ MILITARY _____ OTHER _____

4. Retirement/REFRAD/Resignation Date: _____ Terminal Leave Date: _____

5. During the last two years have you filed a SF or OGE Form 450, "CONFIDENTIAL FINANCIAL DISCLOSURE REPORT"? YES ____ NO ____

If "YES", for which job(s)? _____

6. Are you required to file a SF 278, "EXECUTIVE BRANCH PERSONNEL PUBLIC FINANCIAL DISCLOSURE REPORT"? YES ____ NO ____

If "YES", you must file a termination report not earlier than 15 days before, and not later than 30 days after your termination date.

7. In the last two years, have you issued a written notice of disqualification, changed jobs, had your duties changed, or taken any other action to resolve a potential conflict of interest? YES ____ NO ____

If "YES", provide details

8. In what agencies or departments, down to branch level, have you served during the last two years of DoD service? Provide dates (Months and Years). **Spell out acronyms.**

9. Attach your OER support form or job description and briefly describe your major duties during the last two years of DoD service, focusing on duties relating to defense contracts, any aspect of the acquisition process, such as requirements development, acting as program manager, deputy program manager or contracting officer, or otherwise involved in the contracting process. Identify names of projects, programs, contractors and subcontractors. Use additional sheets if required.

10. With whom are you seeking employment?

11. What actions have you taken concerning your future employment?

12. What is your proposed job title/description/duties? (You may attach a job description)

13. Is this company a DoD Contractor? YES____NO____

14. Expected date of future employment? _____

Section III.

QUESTIONS RELATING TO PROCUREMENT INTEGRITY (1991 Version)

Complete this section only if you left Government service prior to 1 January 1997!

1. During the past two years of DoD service, have you participated personally an substantially in any of the following functions leading to the award of a new contract or a modification for "New Work" to an existing contract? (Does not apply to issuance of delivery orders and task orders under existing contracts.)

A. Drafting, or reviewing and approving, a specification or statement of work:	Yes_____	No_____
B. Preparation or development of a procurement or purchase request:	Yes_____	No_____
C. Preparation or issuance of a procurement solicitation:	Yes_____	No_____
D. Evaluation of bids or proposals, or selection of sources:	Yes_____	No_____

E. Negotiations to establish the price or terms and conditions of a contract or contract modification: Yes_____ No_____

F. Review and approval of the award or modification of a contract: Yes_____ No_____

2. If you answered "YES" to any of these above functions, specify the procurement in which you performed that function. _____

3. Do you anticipate being employed by, a contractor, to include a subcontractor, for one of the above procurements? YES_____ NO_____

If "YES", identify the procurement and the contractor:

4. For each procurement identified in 2, above, state when your participation in the procurement process ceased.

Section IV.

QUESTIONS RELATING TO PROCUREMENT INTEGRITY (1997 Version)

Complete this section only if you left Government service on or after 1 January 1997!

1. Since 1 January 1997, did you have any of the following responsibilities:

A. Program manager for a contract in excess of \$10,000,000	Yes_____	No_____
B. Deputy program manager for a contract in excess of \$10,000,000	Yes_____	No_____
C. Administrative contracting officer for a contract in excess of \$10,000,000	Yes_____	No_____
D. Primary contracting officer, source selection authority, source selection evaluation board member or chief of financial or technical evaluation team for a contract which exceeds \$10,000,000	Yes_____	No_____

2. Since 1 January 1997, did you personally make one of the following decisions:

A. To award a contract, subcontract, modification of a contract or subcontract, task order or deliver order in excess of \$10,000,000	Yes_____	No_____
B. To establish overhead or other rates applicable to a contract or contracts for a contractor that are valued in excess of \$10,000,000	Yes_____	No_____

C. To approve issuance of a contract payment or payments in excess of \$10,000,000 to a contractor Yes_____ No_____

3. If you answered "YES" to any part of questions 1 or 2, above, identify the contract, subcontract, modification, delivery order, or task order, and identify the contractor/subcontractor.

4. For each "YES" that you answered for any part of 1 or 2, above, state the date when you last had the responsibility or when you made the last decision for each contract/contractor.

REQUEST

I hereby request a written ethics opinion based on the information I provided in this Questionnaire, including any continuation sheets, and I certify the information to be true and correct to the best of my knowledge and belief.

Signed _____ Dated _____

SUBMIT REQUEST TO THE ETHICS COUNSELOR WHERE YOU WERE LAST ASSIGNED